

Approved May 15, 2024
WESTBROOK VILLAGE ASSOCIATION
LONG RANGE PLANNING COMMITTEE
January 17, 2024

PRESENT: Steve Merkovich, Bob White, Jim Schulz, Lynette Jones, Joy Groves, Jon Pardoll (Committee Members)
Karen Jones (General Manager)

ABSENT: Amy Miller (excused)

HOMEOWNERS:

HOMEOWNER AND MEMBER COMMENTS

Homeowners in attendance are given the opportunity to address concerns and ask questions of the Committee and Management. These comments are not a part of the Minutes.

CALL TO ORDER

Steve Merkovich, Chair, called the January 2024 Meeting to order at 9:00 a.m. He announced there was a quorum with six members in attendance.

MINUTES – November 21, 2023

Corrections will be made as requested, and the Minutes will be resubmitted for file.

MOTION by Mr. Schulz, second by Mr. Pardoll, to approve the Minutes of the November meeting as amended. Carried by unanimous vote of the members in attendance.

UNFINISHED BUSINESS

Architect RFP for Fitness Center Project Discussion: The RFP was included in the Committee Packet for review and discussion with Mr. White submitting several suggestions/corrections to Ms. K. Jones. Mr. Schulz reviewed the Scope of Work, making suggestions for revisions. Reference to 12' ceiling will be deleted and changed to applicable standards for fitness centers. After extensive discussion about the price point for construction, the Committee Members agreed on \$400 per square foot (total estimated project cost not to exceed \$1 million). There was discussion about showers and it was determined this can be addressed with the Architect at a later time.

It was stated that buildable plans should be submitted as part of the Architect's fee.

Architect will be asked to draft RFP, with as-built, for obtaining general contractor bids.

An Ad Hoc Committee of Mr. Merkovich, Mr. Schulz and Ms. Groves will take the revised RFP and work on getting contractor bids.

This will be included on the Board of Directors Agenda for the February Board Meeting. It will be on the Agenda for the Ways and Means Committee Meeting that is held prior to the Board Meeting.

Changes will be made as discussed and the document will be sent to the Committee Members for final review before going to the Board.

MOTION by Mr. Pardoll, second by Ms. L. Jones, to present the detailed Fitness Center RFP, as discussed and corrected, to the upcoming Ways and Means Committee and the Board of Directors Meetings. Carried by unanimous vote of the members in attendance.

Bidding Architects will be given a site tour and will have 60 days in which to complete and submit their bids. Funding for the Architect's fee is in the 2024 Budget; funds for building the project will be in the 2025 Budget.

RFP to be finalized and approved by the end of February with RFP's to be sent to the Architects in March. They will have March and April to formulate their bid. The Committee will interview Bidding Architects; once an Architect is selected, they will have 90 days in which to develop the buildable plans. Construction should begin in May 2025.

NEW BUSINESS

Facilities Usage Report: November 27 through December 17, 2023, included in the packet for review and discussion. Numbers for December 2022 need to be shifted as they are on the incorrect lines; total figure is not affected. Mr. Schulz requested information on the number of unique users using the facilities (gym, pool, pickleball, tennis, woodshop).

Long Range Planning Committee Seat Openings for 2024 – There will be three openings: Lynette Jones, Joy Groves, and Bob White.

For the Good of the Order - None

Next Meeting Date: TBD

There being no further business to come before the Committee, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,
Jody Brown, Recording Secretary

MINUTES & MORE